

MPD 2210.1

REVISION M

EFFECTIVE DATE: September 8, 2005

EXPIRATION DATE: September 8, 2010

MARSHALL POLICY DIRECTIVE

IS01

DOCUMENTATION INPUT AND OUTPUT OF THE MSFC DOCUMENTATION REPOSITORY

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Marshall Policy Directive IS01		
Documentation Input and Output of the MSFC Documentation Repository	MPD 2210.1	Revision: M
	Date: September 8, 2005	Page 2 of 6

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	I	12/27/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Directive is being revised to update authorities/references and organizational titles. Updated to reflect recent MSFC reorganization and resulting changes in organization codes and document numbers. Also, to update policy and guidelines related to limited-rights technical data.
Revision	J	6/14/01	Revised to incorporate an applicable document and definitions and to update statements of policy and responsibilities. Added MPG 1440.2 to Applicable Documents (4.c). Added definitions for export-controlled technical data (6.c), non-record copy (6.e), OPR (6.f), and Record Copy (6.g). Revised policy statement (7.b) and deleted policy statement (7.f). Revised responsibilities (8.a, 8.c).
Revision	K	5/22/03	In Section 4. APPLICABLE DOCUMENTS, added MPG 1600.1 and MPG 2810.1. In Section 6. DEFINITIONS, updated organizational titles in (6.a) and (6.b). In Section 7. POLICY (7.b), added references to Administratively Controlled Information and MPG 1600.1. In Section 8. RESPONSIBILITIES, combined (8.a) and (8.d), deleted (8.d). In Section (8.c), added references to Administratively Controlled Information, MPG 1600.1, and MPG 2810.1. Incorporated comments regarding limited-rights data, export-controlled data, and ACI in (7.b) and (8.c). Added definition of ACI in (6.)
Revision	L	9/27/2004	Revised to clarify policy and correct numbering of applicable documents, references, and directives. In RESPONSIBILITIES (8.a), reflected Program/Project record custodian responsibility. In (8.b), deleted unnecessary reference to MWI 2210.1.
Revision	M	9/8/2005	Updated organizational references. In (5.c), REFERENCES, replaced NPR 1620.1 with NPR 1600.1 and added (5.d) 14 CFR 1206. Clarified Documentation Repository responsibilities regarding Class I and Class II engineering data in (8.a) RESPONSIBILITIES and (9.a) RECORDS.

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Marshall Policy Directive IS01		
Documentation Input and Output of the MSFC Documentation Repository	MPD 2210.1	Revision: M
	Date: September 8, 2005	Page 3 of 6

1. PURPOSE

To establish policy for the contents of and responsibility for the operation of the Marshall Space Flight Center (MSFC) Documentation Repository.

2. APPLICABILITY

This Marshall Policy Directive (MPD) is applicable to all organizational elements of MSFC and contractors working under NASA contract regardless of geographic locations.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS

- a. NPR 1441.1, "NASA Records Retention Schedules" (NRRS)
- b. MPR 1440.2, "MSFC Records Management Program"
- c. MPR 1600.1, "MSFC Security Procedural Requirements"
- d. MPR 2810.1, "Security of Information Technology"
- e. MWI 1380.1, "Handling of Freedom of Information Act Requests"
- f. MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"

5. REFERENCES

- a. 14 CFR 1206, "Availability of Agency Records to Members of the Public"
- b. NPR 1600.1, "NASA Security Program Procedural Requirements"
- c. MPD 2190.1, "MSFC Export Control Program"
- d. MPR 7120.2, "Multiprogram/Project Common-Use Documentation"

6. DEFINITIONS

- a. Administratively Controlled Information (ACI). Information exempted from disclosure by statute, including information exempt from disclosure by the exemption criteria of the Freedom

Marshall Policy Directive IS01		
Documentation Input and Output of the MSFC Documentation Repository	MPD 2210.1	Revision: M
	Date: September 8, 2005	Page 4 of 6

of Information Act. The failure to sufficiently identify ACI that requires protection from disclosure may result in damage to official relationships, monetary or other loss to individuals or firms, embarrassment to NASA, or criminal prosecution. (Reference NPR 1600.1)

b. Class I Engineering Data. Class I engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by the Configuration and Data Management Team, Engineering Policies & Programs Office, Engineering Directorate.

c. Class II Engineering Data. Class II engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by MSFC contractors or other external entities.

d. Export-Controlled Technical Data. Technical data that is subject to strict control procedures mandated by applicable Federal regulations (See MPD 2190.1, "MSFC Export Control Program.").

e. Limited-Rights Technical Data. Limited-rights technical data is data of a scientific or technical nature that is developed at private expense and embodies trade secrets or is confidential or privileged. Such data is commonly referred to as proprietary data and has restricted legends limiting disclosure and use.

f. National Archives and Records Administration (NARA). An independent Federal agency that oversees the management of all Federal records.

g. Non-record Copy. Copy of a document preserved only for convenience of reference.

h. Office of Primary Responsibility (OPR). The organization having the responsibility for the process/procedures for the delivery of the product or services to the customer. The OPR is responsible for identifying which records need to be generated and placed under control.

i. Record Copy. Usually the original of a record or the first-generation of the original that is maintained by the OPR in lieu of the original.

j. Record custodian. The individual who is responsible for collecting, indexing, accessing, filing, storing, maintaining, and dispositioning a record or collection of records.

7. POLICY

It is the policy of the MSFC Documentation Repository to have MSFC technical and administrative documentation in rapid access files to support Center roles and missions.

Marshall Policy Directive IS01		
Documentation Input and Output of the MSFC Documentation Repository	MPD 2210.1	Revision: M
	Date: September 8, 2005	Page 5 of 6

a. A copy of all technical documentation furnished under an MSFC contract shall be provided to the MSFC Documentation Repository by acceptable quality media. To the maximum extent possible, this information shall be provided electronically. Electronic data submittals shall be coordinated with the Documentation Repository Manager to ensure that the data is in a format that can be accepted and maintained.

b. The MSFC Documentation Repository shall distribute limited-rights data, export-controlled technical data, and data designated Administratively Controlled Information only in accordance with applicable disclosure restrictions (See MPR 1600.1, "MSFC Security Procedural Requirements" and MPD 2190.1, "MSFC Export Control Program.").

c. The MSFC Documentation Repository shall release nonproprietary and unclassified technical documentation in reasonable quantities to MSFC contractors and bidders only as provided for in the solicitation or as specifically authorized by the responsible contracting officer.

d. The primary mission of the MSFC Documentation Repository shall be to provide technical documentation services to MSFC civil service and support contractor employees. Requests for documentation from contractors performing under current NASA contracts and other Government agencies are to be processed on a reciprocal basis.

e. Requests from commercial sources not performing under a current NASA contract shall be handled in accordance with MWI 1380.1 and Freedom of Information Act procedures at the cost per page as prescribed in 14 CFR 1206, excluding documents to be provided pursuant to solicitations.

8. RESPONSIBILITIES

a. The MSFC Documentation Repository shall support the OPR and act as the record custodian for MSFC Class I engineering data and multi-program/project common-use documentation. The MSFC Documentation Repository shall also support the OPR in the management and archival disposition of MSFC Class II Program/Project documentation, as defined in written agreement(s) between the responsible Program/Project organization and the Documentation Repository.

b. All MSFC organizations generating or controlling technical documentation shall be responsible for submitting documents to the MSFC Documentation Repository. Detailed responsibilities for Center organizational elements are contained in MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests."

c. The MSFC Documentation Repository shall protect and store limited rights data, export controlled technical data, and data designated Administratively Controlled Information delivered under MSFC contracts, as directed by the applicable project manager, contracting officer, and

Marshall Policy Directive IS01		
Documentation Input and Output of the MSFC Documentation Repository	MPD 2210.1	Revision: M
	Date: September 8, 2005	Page 6 of 6

applicable security policies (See MPD 2190.1, “MSFC Export Control Program,” MPR 1600.1, “MSFC Security Procedural Requirements,” and MPR 2810.1, “Security of Information Technology.”).

9. RECORDS

a. MSFC Class I and Class II Engineering Data (See 6.a, Definitions.). The MSFC Documentation Repository shall support the OPR and act as the record custodian for MSFC officially released Class I engineering data records and multi-program/project common-use documentation records (as defined in MPR 7120.2), including their final disposition/retirement. The MSFC Documentation Repository shall also support the OPR in the management and archival disposition of MSFC Class II Program/Project data records, as defined in written agreement(s) between the Program/Project organization and the Documentation Repository.

b. The MSFC Documentation Repository shall store and dispose of the approved electronic versions of multi-program/project common-use documents (Reference MPR 7120.2, 4.1.2) in accordance with NRRS 8/12.A [8070]; permanent—retire to Federal Records Center (FRC) when no longer needed for reference; transfer to NARA when 15 years old.

10. MEASUREMENT

None

11. CANCELLATION

MPD 2210.1L dated September 27, 2004

*Original signed by
Robin N. Henderson for*

David A. King
Director